

# Women's Rights National Historical Park



Experience Your America through an Internship

## INTERN Positions open

Conference, Convention Days and anniversary  
Coordinators

Supervisor: Chief of Interpretation

Location: 136 Falls St, Seneca Falls, NY 13148

Applications accepted by email: Subject line to read recruiting

Email to [John\\_Stoudt@nps.gov](mailto:John_Stoudt@nps.gov) 315-568-8700

**Job Description:** Plan for major park events such as Women's History conferences, Annual Convention Days celebration, Women's History Month events, Founder's Day events, National Park birthdays, National Park Week and other park sponsored/organized events.

Addresses logistics for the events, creates schedules for events, implements plans at events, documentation of events and debrief meetings. Photography and computers skills needed.

Time Commitment – varies with calendar of events, predictably intense during week before and week of event. Meetings could be once a month, weekly or biweekly during intervening months.

**Disclaimer:** Images taken while on NPS time are the property of the NPS, the NPS has final decision as to what portion of products created in the course of the internship will be used. Photographs published under NPS caption are public property.

**Skills and qualifications:** Superior attention to detail, organizational skills, ability to get along with others, , ability to work well under stress, thoroughness, basic MS Office programs, demonstrated ability to plan events (previous experience). Excellent communication skills and ability to anticipate challenges or problems.

**Skills to Be Developed in the Course of the Internship -** Intern will develop partnership skills, communication skills and logistical skills while learning the operations of a small National Park site. Intern will develop skills in multi-tasking, planning and follow through will be enhanced. Intern must wear Volunteer Uniform shirt and nametag (provided) while on duty.

**Training Required:** Background Investigation

Computer Security Training

Eppler Institute courses on NPS

Orientation to Women's Rights National Historical Park